

Boldon Newtown Partnership Group

Draft Rules of Governance April 2007

1. Name

The name of the organisation shall be the Boldon Newtown Action Partnership Group

2. Object

To promote and facilitate works of regeneration, renewal and well being in accordance with the Neighbourhood Plan to benefit the Boldon Newtown area and it's residents

3. Roles and Responsibilities

The overall aim of the Partnership is to oversee the sustainable regeneration of Boldon Newtown providing a forum in which the partners can consider and debate issues related to the neighbourhood Plan and regeneration, and reach agreement through consensus.

a) Responsibility of members

The Partnership takes on this role and these responsibilities collectively for the benefit of the residents of Boldon Newtown . When participating in Partnership meetings or representing the Partnership, each member must strive as far as is possible to act in the interests of the overall partnership

b) Main functions and responsibilities of the Partnership

Key service Providers:

It is crucial that those who come onto the partnership are senior enough to affect decision making within their organisation, nut are primarily interested in making the partnership work, and therefore prepared to attend on a regular basis or (send a fully briefed deputy) to shape the direction of the work. The key service providers will be asked, on an annual basis, to nominate representatives to the partnership. The role of service providers is not only to represent their organisation or sector, but also to champion Neighbourhood Management within their organisation

The main function of the Partnership is to ensure service providers are delivering appropriately for the area, influencing and deciding policy, representing the area and supporting and promoting the work of the Initiative's staff. This will involve:

- Making sure agencies are responsive to local needs and are doing their job
- Having long term responsibility and both deciding and influencing policy
- Representing and championing the area
- Communicating about the Initiative activities and between the community and strategic agencies
- Supporting and promoting the work of the staff team and resolving service problems that cannot be solved at staff level
- Facilitating and/or supporting other elements of the Partnership structure
- Established theme groups will make regular reports to partnership
- Taking an overview of the area and having a co-ordinating rather than controlling role
- Ensure on-going consultation with residents

The Partnership will, as far as possible, operate on the basis of consensus which, when necessary, will lead to recommendations for action/decision-making by the respective partners.

4. Membership

Membership must be taken seriously, therefore attendance is mandatory, as much as is practical. A partnership member is allowed to miss no more than three consecutive meetings without acceptable apologies, then the chair will seek clarification

- a)
 - i. Membership of the Partnership is open irrespective of sex, disability, sexual orientation, race, nationality or political, religious or other opinions.
 - ii. It comprises of no more than 20 members taken from the following (It is possible that one representative may cover more than one of the organisations/categories): -

community representatives.

Appoint community members by a process of election in accordance with the agreed procedure.

Any member of the Board may resign his/her membership and any representative of a member organisation may resign the position by giving the Chair written notice to that effect.

Those eligible must:

- live in the area they are representing
- be capable of representing the interests of residents in their community; and
- be at least 18 years of age at the date of election.
- (Future interest for a young person – perhaps Youth Parliament Rep)

Representatives from the following organisations:

- 1. South Tyneside Council**
- 2. South Tyneside Homes**
- 3. Youth Work Rep.**
- 4. Home Housing**
- 5. Children's Centre – (Baldon Newtown)**
- 6. Neighbourhood Manager (Baldon Newtown)**
- 7. Local Councillor (s)**

- iii. Each year, two of the community representatives will stand down from the Partnership but will be eligible to stand for re-nomination. Where more than one community representative has resigned in the course of a year, there is no need for further representatives to stand down for re-nomination – the nominations process will service to bring the community representation up to its full complement. Residents will be able to become members of the partnership through a variety of routes including residents who access groups set up by the Neighbourhood Management Team.
- iv. The nominating partners will then be asked to confirm their nominees. However, it will be expected and encouraged that individuals remain members for the full duration of the design and development stage to ensure continuity.
- v. The Partnership may delegate any of its powers and responsibilities to sub-groups as it sees fit. The sub-groups must:
 - be established by the Partnership
 - contain the same equal balance of representation as the main body
 - be relevant, necessary and time limited; and
 - report progress to the Partnership

b) Election of Vice Chair of the partnership

To be agreed.

c) Termination of membership of the Partnership

Any meeting of the Board shall be entitled for good and sufficient reason to suspend or terminate any membership, provided that the member concerned shall have the right to be heard by an independent panel before a decision is made.

d) Vacancies

Community representatives may be filled by direct partnership appointments between annual elections, provided the appointees meet the eligibility criteria set out above.

Vacancies which occur during the course of the year will be filled by the relevant organisation being asked to nominate another partnership member. That name will then be received by the partnership and the nominated person will become a partnership member from that meeting.

Should an organisation responsible for nominating a Partnership Member fail to make a nomination, despite request and reminder, the Partnership has power, if it wishes, to co-opt a new Partnership Member to fill the vacancy. Any co-option will last until the next Partnership meeting which can, if necessary re-consider the make-up of the partnership or confirm the co-option.

e) Election / Appointment of Chair

The chair of an organisation is an important role. Apart from the obvious function of chairing the meetings, the person will also act as a spokesperson for the partnership and an ambassador in the sense that others will judge the partnership on the way in which the chairperson acts and behaves. The chair should set the agenda for meetings in conjunction with the Neighbourhood Manager, and ensure that meetings are well managed to order, to time, and allow for proper debate.

The Chair and Vice-Chair of the partnership shall be elected by a simple majority at the first meeting of the Board following the Annual Meeting in each year and shall be eligible for re-election.

Where the Chair and Vice-Chair are not present at a meeting a Chair for that meeting will be elected from amongst those members present.

g) Training

Training will be provided from time-to-time for Partnership Members on their role and responsibilities and on other matters to help them fulfil purpose and task of the Board. Partnership Members will endeavour to attend training sessions wherever possible.

Additional meetings may be called by the Chair and Vice-Chair.

Five members may request in writing to the Chair, a '**special meeting**' of the Partnership in which case a meeting will be called as soon as practicable. The written request will specify the business to be considered, which will be relevant to the purpose and role of the Partnership

b) Notice of meetings

The dates and times of ordinary Board meetings will be set annually and agreed by the Board.

Board members will be given at least seven days notice of any change in the date or time of a pre-arranged meeting and the same notice of any special meeting.

Members will receive an agenda five clear days in advance of each meeting.

c) Quorum

A quorum for the conduct of business at partnership meetings will be eight. No business shall be conducted at a meeting of the Partnership unless at least 2 community representatives are present.

If less than seven members are present at a Board meeting, the meeting shall be adjourned until a date and time appointed by the Chair.

d) Motions and voting

Decisions of the partnership will normally be made by consensus, although the decision to conduct a vote may be taken at any time by the Chair in order to progress business. In the event of decisions requiring a vote, each individual partnership member present at the meeting will have one vote. No proxy votes will be allowed. In the event of a vote, decisions will be made by a simple majority on a show of hands.

In the event of a tied vote the Chair of the partnership (or Vice-Chair in the absence of the Chair) will have a second and casting vote.

e) Attendance and role of officers and advisers at meetings

Boldon Newtown Neighbourhood Manager, Area Partnership Co-ordinator (STC), Boldon Detached Worker(Stride) will be entitled to attend partnership meetings, but will not be able to vote.

Officers of partner organisations, who are not partnership members, will be entitled, with the agreement of the Chair, to attend partnership meetings as advisors. The Chair may ask them to comment or give advice on matters under discussion, but they will not have a vote.

The Chair of the partnership may invite other people to address the partnership on matters under discussion.

f) Minutes

Minutes shall be taken of all partnership meetings and copies sent to all current members as soon as possible after each meeting.

At its next meeting the partnership will confirm the minutes of the previous meeting as a correct record and they will be signed by the Chair.

g) Annual Meetings

The Annual General Meeting of the partnership shall be held each year at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the partnership shall determine.

H) Dissolution

If the partnership by a simple majority decides at any time that on the ground of expense or otherwise, it is necessary or advisable to dissolve the partnership, it shall call a meeting of all members with power to vote, giving not less than 21 days clear notice (stating the terms of the resolution to be proposed thereat) which shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper or newsletter circulating in the area of benefit.

Name..... Date

Signed..... Partnership Member

Boldon Newtown Partnership Terms of Reference April 2007 (Draft)

Vision for the Boldon Newtown Neighbourhood Partnership Group

“Boldon Newtown will be an area where there is a healthy mixed-tenure housing market, where there has been a significant narrowing of the gap of inequalities between this area and those that are more well off, where there is a cohesive sustainable community, with good opportunities for children and young people, economic prosperity, nationally average levels of crime and anti-social behaviour and a local Partnership that monitors and has direct influence over the range of improving and responsive services into the area in relation to the Boldon Newtown Neighbourhood Plan”

1. Aim of Boldon Newtown Neighbourhood Management Initiative

- 1.1 To work together in partnership to co-ordinate and improve service delivery in the neighbourhood, with the overall aim of renewing and regenerating the area and improving the quality of life for local residents.

2. Purpose of Partnership Board

- 2.1 The main purpose of the Partnership Board is to make sure that service providers and agencies are delivering service in a way that is 'responsive' to local needs. It will do this by:
- Having long-term responsibility for the delivery of the Boldon Newtown Neighbourhood Plan, and the regeneration of the area through both deciding and influencing policy
 - Representing and championing the area in a positive and expansive way
 - Taking an overview of the area and having a co-ordinating rather than controlling role
 - Communicating about the Boldon Newtown Neighbourhood Management's activities and the Neighbourhood Plan between the community and strategic partner agencies
 - Supporting and promoting the work of the staff team in a proactive way, this may involve resolving service problems that cannot be solved at staff level
 - Where appropriate and necessary task the thematic groups to carry out work

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- Finalising Business Plans, Action Plans and funding strategies for the Neighbourhood Management Initiative and wider activities where appropriate and relevant
- Ensuring innovative and motivational systems are in place to effectively monitor, review, evaluate and plan for the performance of service providers who are part of the initiative and the development of the Partnership itself

3. Values

3.1 The Partnership Board will respect the following values in meetings and other activities:

- To be constructively challenging
- To work together and share responsibility
- To reach agreements clearly
- To have well managed, productive meetings (more than a 'talking shop')
- Honesty, communication and feedback
- Friendly, informal atmosphere (so people feel comfortable expressing their opinions) which is open to learning and new ideas
- To have realistic expectations and be positive
- Understanding that the partnership can't deal with everything
- Maintaining progress and momentum whilst also being accountable
- Respecting local knowledge

3.2 A set of ground rules were developed during the Partnership development work and an away day. It is recommended that the Partnership Board continues to work to these rules. They are as follows:

- No jargon – use plain English – if there is jargon then ask for an explanation
- Don't dominate the discussion – allow others to speak
- Go through the chair - to stop cross talking
- Don't speak over other people
- Contribute
- Don't take things personally
- Don't be personal
- Be honest

4. Responsibility of Partnership Board members

4.1 The Partnership takes on its role and responsibilities collectively for the benefit of the residents of Boldon Newtown and with the intention of also ensuring benefit. When participating in Partnership meetings, or representing the Partnership, each member has an over-riding duty to act in the interests of the overall Partnership.

Prior to meetings

- 4.2 Members are expected to prepare for each meeting by reading papers or reports in advance and discussing contents with other colleagues, networks, other groups / organisations where necessary.

Participating in meetings

- 4.3 Members are expected to contribute to discussions by representing the collective views of their organisation / group.
- 4.4 Decisions will be taken through a consensus of those present. Where a consensus cannot be achieved, the Chair (or person running the meeting) will implement a vote of all those present, with the majority view being carried (and this might be a show of hands or a paper ballot).

After and between meetings

- 4.5 Members will make sure that discussions and decisions are communicated accurately throughout their own organisation, group or network.
- 4.6 Members should also make sure that information is communicated to other forums that they are part of and, where necessary, to correct or update information. Members should always be aware in any other professional / voluntary circumstances that they represent the Partnership.
- 4.7 Members are expected to take part in training and development from time to time to enable them to fulfil their role as the Initiative and Partnership develops and matures. In addition, specific tasks may be given to individuals on the Partnership and they will be expected to report back (to the Partnership Board, staff or the Steering Group).

Other ways of contributing

- 4.8 In addition to participating in Partnership Board meeting and events, members will have an opportunity to determine or influence decisions through:
- Working Groups – established as and when necessary to explore particular ideas or themes

- The Steering Group – officers from services providers and agencies who meet regularly to co-ordinate service changes and improvements
- Service Level Agreements (or similar) – formal agreements between the Initiative and service providers setting out the responsibilities of each in respect of specific actions and targets

5. Membership

5.1 The Partnership Board will comprise of

4 community representatives, 3 officers from South Tyneside Council, 1 officer from Home Housing, Children's Centre Manager, Local Councillor(s), Officer from Boldon Detached Project (Stride) Neighbourhood Manager – Boldon Newtown and 1 officer from South Tyneside Homes.

- 5.2 In addition, the Partnership Board may co-opt up to 2 members, who may participate fully in meetings.
- 5.3 Members should make sure that they have delegated responsibility from their organisation / group to be a member of the Partnership Board.
- 5.4 A list of Partnership Board members will be held by the Neighbourhood Management Team and a record of attendance will be maintained.
- 5.5 The Neighbourhood Manager will attend meetings of the Partnership regularly, along with other staff as required / necessary.
- 5.6 Representatives will need to have a formal letter from their organisation that says they have delegated responsibility to be a member of the Partnership Board.
- 5.7 Partnership members will also need a letter from the NMI setting out what they should do either when they no longer want to be involved on the partnership or have to give up their position for other reasons.
- 5.8 The Partnership needs to have continuity of representation i.e. a new member of staff from the same department or new resident from the same group need to shadow the person who's leaving, to enable them to get up to speed on the work of the partnership

6. Frequency of meetings

- 6.1 Currently the Partnership will meet Bi monthly, usually for two hours from 2.00pm to 4.00pm
- 6.2 There will also be an Annual General Meeting to receive a report of the previous years' achievements and consider plans for the following year.

7. Organisation and servicing of meetings

- 7.1 A schedule of meetings will be agreed on annually.
- 7.2 Each meeting will receive a report from the Neighbourhood Manager, along with Minutes of Working Groups.
- 7.3 There will be regular reporting on progress from the different service providers involved, to make sure that the work in the area meets the Neighbourhood Management Initiative's aims and objectives and is delivering the Boldon Newtown Neighbourhood Plan

- 7.4 Reminders, along with agenda and supporting papers / reports, will be distributed five working days in advance allowing time for reading, discussion within partner agencies, projects or groups.

- 7.5 The Partnership will appoint an independent Chair person to manage / direct the meetings.
- 7.6 The current staff team will service the meetings and minutes of each meeting will be circulated to members as soon as possible, preferably within one week.

8. Disputes

- 8.1 If disputes arise between Partnership members, or if there are conflicts of interest, these will be resolved by referring to the Partnership Board Code of Conduct.

Name Partnership Member

Signed..... Date.....

